

## Meppershall Pre-school

### Child Medication Policy and Procedure

#### Statement of intent

Our Pre-school will ensure children receive exceptional care and support whatever their medical needs whilst at the setting, whether permanent or temporary.

#### Aim

Our aim is to take appropriate steps to prevent the spread of infection, and to offer the highest level of care when a child is ill.

As per the guidelines set out by Ofsted in the Document '**Giving medication to children in registered childcare**' we will always follow the three legal requirements to administering medication in our setting. Those are:

n have, and put into practice, an effective policy on giving medicines to children in your setting, which must include effective systems to support children with medical needs  
n keep written records of all medicines you give to children, and tell parents about these records; and  
n get written permission from parents for every medicine before you give any medication.

#### Method

All staff are aware of regulations for administration of medicine and where and how this is recorded. Non-prescription medication (e.g. Calpol) will be administered but only with **prior written consent**, when there is a medical reason to do so i.e.; to reduce the risk of febrile convulsions. The setting will not accept blanket consent to cover all non-prescription medicine.

If a child is to be given medication the following applies:

- Children's medication is stored in accordance to product instructions, in its original container, clearly labelled with the child's name, dosage, timings, date of expiry and date opened.
- All medication is inaccessible to the children in a cupboard above the sink with the First Aid equipment or in the fridge in the kitchen where necessary. The medicines will only administered to the child named on that label.
- Emergency medication is in a bag with their name on it and a picture of the child for easy access hanging out of reach by the first aid cupboard.
- If any child requires a cream to be applied, parents are asked to provide an unopened container with a valid consent form.
- We will only give medication when asked to do so by a parent and if there is an accepted health reason to do so.
- If possible the child's parent/carer will administer medicines or otherwise give prior written permission each time for the administration of medication. Medicine is checked for dosage prescribed before administration with the parent.
- Any medication containing aspirin will not be administered unless this has been noted on registration form to be allowed and specifically prescribed by a doctor.
- Medication is given respecting the child's privacy and dignity.
- If the child is reluctant to take the medicine or immediately sick following administration, this should be noted on the child's record sheet and the parents/carers are informed immediately.
- Inhalers will be given by staff at all times and not self administered as per the child's medication plan, please see the First Aid Policy in relation to this. Any children with Asthma will have an action plan filled

out prior to enrolling at the Preschool. Inhalers are a prescribed medication and the same applies with them being labelled correctly.

- The administration is recorded accurately and witnessed, and a parent/carer signs the medication form electronically on EYMAN to acknowledge the administration of the medicine on the same day. This can be viewed in real time by the parents.
- Parents/carers are asked to record any regular medication the child takes on the registration form and this is discussed at the induction before the child starts. Parents/carers are required to tell us of any changes in medication/dosage and changes are recorded on the child's communication with parent's sheet or care plan if one is in place. (e.g. asthma action plan)
- If the administration of prescribed medication requires medical knowledge, training is provided for the relevant members of staff by a healthcare professional. Ofsted and insurers will be informed.
- With long term medication a health care plan will be written with parents/carers and relevant health professionals to include: details of a child's condition, special requirements. (e.g. dietary needs, pre-activity precautions and any side effects of the medicines as well as what to do in case of an emergency)
- With regards to the administration of life saving medication such as insulin/adrenaline injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company. Staff will receive appropriate and up to date training to ensure the correct and appropriate administration of these medicines.
- Parents are responsible for ensuring all medication for their child remains 'in date' and that it is in the setting at all times whilst their child is present. Unused or out of date medication will be returned to the parent/carer for disposal. Any medications kept on site will be checked monthly to ensure they are in date by Kate Hankin when the First Aid kit is checked.

**As per the Ofsted 'Giving medication to children in registered childcare': *When we use the word 'prescribe' we mean medicine that is recommended. When we use the word 'prescription' we mean written instructions from a doctor or dentist.***

<b>Date approved by Pre-school committee</b>	
<b>Signed by Pre-school leader</b>	
<b>Signed by Pre-school chair</b>	
<b>Signed by Pre-school staff</b>	